

VISTA Assignment Description (VAD)

Title: Woman to Woman Volunteer Recruitment and Development VISTA (Year 3)
Sponsoring Organization: Chisholm Trail RSVP Project Name: AmeriCorps VISTA North Texas Project Number: 13VSWTX015 Project Period: 08/20/2017 - 08/18/2018
Site Name (if applicable): Woman to Woman Pregnancy Resource Center
Focus Area(s) Primary: Healthy Futures Secondary:

VISTA Assignment Objectives and Member Activities

Goal of the Project: The Volunteer Recruitment and Development VISTA at Woman to Woman Pregnancy Resource Center will enhance the volunteer program to develop volunteer leaders. Moving volunteers to ownership of the organization will increase efficiency and resources the agency is able to offer. The VISTA will increase capacity through improved volunteer training, leadership development of 12 lead volunteers and 2 day managers, developed volunteer retention strategies and refined volunteer education. Through the efforts of the developed lead volunteers and the implementation of training, the cycle of poverty will be broken by providing essential education and free medical care to uninsured and economically disadvantaged women in Denton County, TX.

Objective of the Assignment (*Period of Performance: August 2017-August 2018*)

The VISTA member will continue to expand and enhance the volunteer program through implementation of new policy and procedure manual and continued development of a volunteer training manual.

Member Activity: Partner with New training VISTA to implement, train, and troubleshoot recently developed job descriptions for day manager and lead volunteer department.

Member Activity: Using the information gathered from past VISTAs through volunteer interviews and shadowing, the VISTA will work with site supervisor to continue writing volunteer job descriptions for all newly developed and missing volunteer activities.

Member Activity: Partner with the New Volunteer Training VISTA to continue creating a volunteer training manual that is standardized with other agency policy manuals to include volunteer job descriptions, policies and procedures. Work with the site supervisor and New Volunteer Training VISTA to determine what other information needs to be included in the training manual.

Member Activity: The VISTA member will work with site supervisor and New Volunteer Training VISTA to implement six week follow-up training for new volunteers, allowing volunteers to give feedback on their experience and request more specific training needed.

Objective of the Assignment (Period of Performance: August 2017-August 2018)

The VISTA member will develop a volunteer management system to track volunteer activities and hours of service. The system created will need to have measures in place that will maintain confidentiality and security of volunteer records.

Member Activity: Research existing volunteer management systems and determine the best fit for the agency's needs. Work with the site supervisor to learn the volunteer management system currently in place and determine what the agency needs in order to track volunteers and their activities. Volunteer activities and hours will be used to satisfy reporting requests from funders and community stakeholders.

Member Activity: Partner with New Volunteer Training VISTA to train current volunteers and staff on the use of the new management system.

Member Activity: Recruit and train a volunteer to assist with the maintenance of the management system.

Objective of the Assignment (Period of Performance: August 2017-August 2018)

The VISTA member will develop areas to cultivate relationships with volunteers and move 12 of them to leadership positions within the organization to ensure retention and growth of the agency's programs.

Member Activity: Recruit and develop a large group leadership team. Work with New Volunteer Training VISTA to develop point volunteers to lead tasks of groups consisting of 25 volunteers or larger.

Member Activity: Create task list for large groups through researching projects and donation processes in the warehouse and resale store.

Member Activity: Improve strategies for volunteer recognition and retention efforts. Determine the current strategies employed for volunteer recognition and retention. Work alongside the Volunteer Coordinator to create and execute volunteer recognition events and opportunities.

Member Activity: Determine the volunteer needs throughout the agency. Learn where and how many volunteers are needed to ensure the agency runs effectively and every agency event and fundraiser is adequately staffed. Recruit new volunteers through community outreach events and opportunities to fulfill all agency volunteer needs.

Member Activity: Partner with New Volunteer Training VISTA to develop volunteer screening tool to match new volunteers with assigned activities. Determine through research the best volunteer screening tool to use that will meet the agency's needs.

Member Activity: Partner with New Volunteer Training VISTA to continue implementing volunteer training program. Make changes to the training where necessary. Implement guest speakers and workshops to enhance the volunteers' experience or to teach volunteers new skills that can be applied to their assignments

Member Activity: Research and use free advertising opportunities through social media platforms for volunteer recruitment.